

California Department of Veterans Affairs



“Honoring California’s Veterans”

Classification: **HEALTH RECORD TECHNICIAN I**
Permanent Full Time

Salary: **\$2551.00-\$3103.00 per month**

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under the general direction of the Chief, Medical Administrative Services, the incumbent will perform a variety of complex detailed coding and technical abstracting of health records for admissions, discharges, Utilization Review/Medicare qualifying stays, and annual clinic summaries; evaluates and resolves coding and abstracting problems. Utilizes the MEDITECH computer system to maintain all patient abstract files.

Desirable Qualifications:

- Knowledge of abstracting and tracking procedures for Medicare, MediCal and VA Funding.
- Dependable, reliable and able to get along well with others.
- Knowledge of the International Coding of Disease (ICD-9) coding procedures.
- Knowledge of the MEDITECH computer system.
- Knowledge of basic medical terminology and human anatomy terminology.
- Ability to communicate effectively with medical staff and general public.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 East Veterans Parkway
Barstow, CA 92311

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

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